



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PAROLE BOARD SPECIALIST II

Job Number: 20000660

Job Code: 22510V000101

Job Group: 2200 - CORRECTIONS

Job Established: 07/16/2002

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates, trains and reviews the work of employees that evaluate, assess and interview inmates eligible for parole. Reviews documents and generates reports for the Parole Board to be used in making parole decisions; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of professional correctional, counseling, social work or related.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in social work, sociology, counseling and guidance or a related field will substitute for one year of the experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates the work of employees who complete reports on inmates eligible for parole. Reviews guideline reports submitted by employees to ensure compliance with Parole Board policy and procedures. Takes necessary action to correct any inaccuracies in reports. Makes suggestions to the Parole Board or the Executive Director concerning changes that need to be made in guidelines, manuals and/or the Board's application of them. Trains employees in proper completion of reports and in interpretation of policy and procedures. Prepares records, reports and summaries to be used during Parole Board hearings. Verifies accuracy of information and resolves any discrepancies contained in files. Classifies inmates based upon their suitability for release. Appears at Parole Board hearings to provide an explanation of the various factors that make up guideline reports and provides other information as needed.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting with occasional travel to correctional institutions.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*